

Job Opportunities at Kafika House

About the Organization

Kafika House is an international NGO based in Arusha, Tanzania. The organization provides a safe and nurturing environment for children undergoing pre- and post-operative care and rehabilitation for surgically treatable disabilities such as:

- Cleft lip and palate
- Clubfoot
- Skeletal fluorosis
- Burn scar contractures
- Osteomyelitis

Vision: No child in Tanzania should live with a treatable disability.

1. Monitoring, Evaluation, Learning & Research Coordinator

Job Overview

Kafika House is seeking a dynamic Monitoring, Evaluation, Learning & Research (MEL) Coordinator to lead data collection, analysis, reporting, and research activities, while promoting evidence-based decision-making.

Key Responsibilities

- Coordinate MEL and research activities in line with the organizational MEL Plan
 - Design and implement data collection tools (surveys, interviews, focus groups, case studies, community visits)
 - Ensure data quality through regular audits (including Salesforce CRM)
 - Support Salesforce use, staff training, and update manuals/SOPs
 - Lead evaluations and research in collaboration with the Clinical Services Manager
 - Train and mentor staff to strengthen a learning culture
 - Prepare timely and accurate reports for donors and stakeholders
 - Support development and tracking of the Annual Work Plan
 - Monitor MEL-related expenditures and contribute to strategic planning
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Qualifications & Experience

- Bachelor's degree in Statistics, M&E, Public Health, Social Sciences, Development Studies, or related field

- Master's degree in a relevant field is an added advantage
 - Minimum 5 years' experience in MEL, research, or data-related roles (NGOs/INGOs preferred)
 - Strong experience designing MEL frameworks and tools (qualitative & quantitative)
 - Proficiency in data analysis tools (Excel, SPSS, STATA, etc.)
 - Experience with digital data systems (KoboToolbox, ODK, DHIS2, Salesforce, CommCare) is an advantage
 - Strong reporting, communication, and data interpretation skills
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Application Details

- **Email:** recruitment@kafikahouse.org
 - **Subject Line:** Application for MEL Coordinator
 - **Deadline:** Friday, 8th May 2026
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2. Finance Coordinator

Location: Arusha (Ngaramtoni)

Reports to: Chief Finance Officer

Job Overview

Kafika House is seeking a highly organized and analytical Finance Coordinator to support financial operations, ensuring accurate reporting, strong internal controls, and compliance with donor and statutory requirements.

Key Responsibilities

1. Financial Reporting

- Prepare monthly, quarterly, and annual financial statements
- Coordinate month-end and year-end closing processes
- Ensure reconciliation of key accounts (bank, payables, receivables, payroll)
- Review journal entries and maintain accurate financial records

2. Donor & Grant Management

- Track and monitor grant funds
- Ensure compliance with donor agreements and budgets

- Prepare donor financial reports
- Analyse budget variances and highlight risks

3. Facility Financial Oversight

- Supervise facility-level financial operations
- Oversee petty cash, inventory, and fleet-related costs
- Identify and address internal control gaps
- Improve compliance and operational efficiency

4. Operational Support

- Promote financial accountability across the organization
 - Support audits and implementation of audit recommendations
 - Contribute to system and process improvements
 - Perform other duties as assigned
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Qualifications & Experience

- Bachelor's degree in Accounting, Finance, or related field
 - Minimum 3 years' relevant experience
 - NGO or donor-funded experience is highly preferred
 - Strong knowledge of financial controls and reporting standards
 - Familiarity with Tanzanian statutory requirements is an advantage
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Key Skills & Competencies

- Strong analytical and problem-solving skills
 - High attention to detail
 - Integrity and professionalism
 - Leadership and coordination abilities
 - Proficiency in accounting systems and Microsoft Excel
 - Strong communication and reporting skills
 - Ability to meet deadlines under pressure
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Application Details

- **Email:** recruitment@kafikahouse.org
- **Subject Line:** Application for Finance Coordinator II
- **Deadline:** Monday, 11th May 2026

Important Note

Only shortlisted candidates will be contacted.